

FACULTY OF COMMUNITY SERVICES SOCIETY

BY-LAWS

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CHAPTER 1: GENERAL INFORMATION

- 1.1 The Faculty Community Services Society (FCSS) will be referred to as FCSS for the remainder of this document
- 1.2 English is the official language of the FCSS
- 1.3 Any responsibilities not specifically laid out in these by-laws will be assigned or determined by the Executive
- 1.4 The FCSS will adopt the most recent edition of Robert's Rules of Order as its preliminary authority when written rules concerning governing issues do not exist in the FCSS By-laws.
- 1.5 FCSS is an umbrella organization for the Faculty of Community Services that represents student clubs, course union clubs, and students in all nine schools of the Faculty.
- 1.6 Our mission is to support and enhance the student experience under the four pillars of Academics, Unity, Professional Development, and Well-being.
- 1.7 With a sustainable funding base, we strive our efforts to organize, foster, and deliver initiatives that impact a student in three areas of the university journey, academia, industry networking and the social atmosphere.
- 1.8 This document strives to explain the day-to-day operations and governance of FCSS that shall be consistent with the Constitution.
- 1.9 In all aspects of operations, programming and services will adhere with the most recent edition of the University's Discrimination and Harrassment Prevention Policy

CHAPTER 2: EXECUTIVE OFFICERS ROLES AND RESPONSIBILITIES

2.0 FCSS Chair:

- 2.0.1 In charge of facilitating meetings
- 2.0.2 Chairs both Executive Committee meetings and Board of Directors meetings
- 2.0.3 Chair of the Oversight Committee
- 2.0.4 Attend all required mandatory meetings
- 2.0.5 Non-voting member

2.1 Executive Director (ED):

- 2.1.1 Acts as a signing officer and has signing authority for all financial accounts for the FCSS.
- 2.1.2 The ED is the Chief Executive Officer of the FCSS.
- 2.1.3 The ED will have the role of official spokesperson on behalf of the ED.
- 2.1.4 The ED will act in the interests of the ED according to the direction of the Board of Directors.
- 2.1.5 The ED shall be an ad-hoc member of all committees of the ED.
- 2.1.6 The ED shall ensure good relations between ED and good relations with internal and external stakeholders.
- 2.1.7 The ED will verify that funding has been approved by the board, which includes purchases for events/programming that are permitted by the board.

- 2.1.8 Shall be a point of contact alongside the Society Manager and Executive Director of Finance & Corporate Relations in public relations of FCSS.
- 2.1.9 Attend all mandatory meetings.
- 2.1.10 The ED may only be elected from candidates with at least one full year experience as ED Finance & Corporate Relations, and or ED of Student Services.
- 2.1.11 In circumstances where no one as ED Finance & Corporate Relations, the ED, and or ED Student Services wants to run as the ED then it opens up to the rest of the Executive Director board.
- 2.1.12 During rare circumstances, if no candidate contains one year experience as being a former executive officer (i.e. ED of Finance & Corporate Relations, ED of Student Services, ED of Communications & Marketing, ED of Events, ED of Culture & Wellness, or ED of Academics), then a voting Board Member with one year experience may be put forth to be ED.
- 2.1.13 Having candidates running from the general membership shall be used as a last resort if no former executive officer or board member is a candidate for the ED position.
- 2.1.14 Chair of the Special Projects Committee.
- 2.1.15 Co-Chair of the First Year Activity Council alongside the Executive Director, Events.
- 2.1.16 Shall oversee the selection process for recommending an Equity & Community Inclusion Commissioner for the Board of Directors to appoint.
- 2.1.17 Shall oversee the work of the Equity & Community Inclusion Commissioner.
- 2.1.18 Shall appoint the Frosh, Orientation and Spirit Committee Chair.
- 2.1.19 Shall oversee, each board member works throughout the term.

2.2 Executive Director, Finance & Corporate Relations:

- 2.2.1 Act as a signing officer.
- 2.2.2 Main responsibility is developing and managing the budget with the Society Manager and the ED.
- 2.2.3 Bookkeeping of expenses that occur from events permitted by the Board and regularly communicating all operational/event expenses to the Society Manager and ED.
- 2.2.4 Attend all mandatory meetings.
- 2.2.5 Chair of the Finance Committee.
- 2.2.6 In addition to managing the budget and finance, the Executive Director, Finance & Corporate Relations will be in charge of maintaining the FCSS sponsorship package
- 2.2.7 Manage sponsor relationships.
- 2.2.8 May recruit associates to help with reaching out to sponsors.
- 2.2.9 During election time, must be a former Board Member or Executive Officer with one year of experience to hold this position.

2.3 Executive Director, Student Services:

- 2.3.1. Keeps all the student society-led services organized, available, and operational to our entire membership. The services include but are not limited to:
 - 2.3.1.1. Hive Pack Commuter Mentorship
 - 2.3.1.2. Unity Card Program (Discounts at local businesses and activity point tracker)
 - 2.3.1.3. Printing and Plotter Services
 - 2.3.1.4. Student Society event equipment loaning program

- 2.3.1.5. Office meeting room scheduling (Office hours and committee meetings in-person)
- 2.3.1.6. Ensuring all posters within the DCC, SHE 6th floor, EPH second floor, and SBB third floor have the official stamps of approval to be put up, plus removing them after each month.
- 2.3.1.7. Student Café Operations once the Executive Director's Special Projects Committee is done planning and executing construction with FM&D
- 2.3.1.8. Any new student society services the Executive Director Special Projects Committee comes up with that is determined and replicable each year.
- 2.3.2. Prepares with the Board of Directors secretary under the preview of the Executive Director to complete Meeting Minutes, and ensures they are posted in a reasonable time outlined by the bylaws and mental health policy.
- 2.3.3. Works closely with the Society Manager on supporting and managing student society services, Hive Packs Commuter Mentorship Program, Unity Card Discount card program, Printing and Plotter services, Student Society event equipment loaning program, office meeting room scheduling, mascot costume maintenance and scheduling, poster stamps of approval, and/or any new services the Executive Director's Special Projects Committee determines in the near future.
- 2.3.4. Manages the day-to-day operations of student services including emails, student services requests, student clubs requests and other matters relevant to the day-to-day operations of overseeing the Student Services of the Student Society.
- 2.3.5. Helps to frame students' services and student club funding requests to the Executive Director and the ED Finance and Corporate Relations.
- 2.3.6. Co-Chair of the Student Clubs Committee.
- 2.3.7. Is responsible for walking around and sweeping through the buildings of DCC, SHE, SBB third floor, and EPH to ensure posters are stamped by the student society. If this is not the case, they get taken down immediately.
- 2.3.8. Liaison between the student services and clubs of FCSS.
- 2.3.9. Is a representative of FCSS Student Services.
- 2.3.10. Is in charge of managing all student services through the use of the EDI Policy, Sponsorship Policy, Mental Health Policy, Student Clubs Policy, Event Management Policy, Sustainability Policy, and any other relevant policy.
- 2.3.11. Is in charge of managing all student clubs through the use of the Student Clubs Policy, Communication Plan, and Student Offices Policy.
- 2.3.12. During election time, this position shall be open to candidates who have one year of experience as an FCSS executive officer, FCSS board member, FCS course union club executive or FCS student who was a previous student club executive.
- 2.3.13. Shall oversee the selection process for recommending a Sustainability Commissioner for the Board of Directors to appoint.
- 2.3.14. Shall oversee the work of the Sustainability Commissioner.
- 2.3.15. Attends all mandatory meetings.

2.4 Executive Director, Marketing & Communications:

- 2.4.1 In charge of marketing and graphic design of all opportunities
- 2.4.2 Shall manage FCSS Social Media Platforms
- 2.4.3 Shall manage the day-to-day operations of the FCSS Online Store

- 2.4.4 Shall design and develop a FCSS merchandise line
- 2.4.5 Chair of the Marketing & Communications Committee
- 2.4.6 May hire associates for graphic design, photography, videography and for managing social media accounts
- 2.4.7 Attend all mandatory meetings
- 2.4.8 Executes and updates communication strategy
- 2.4.9 During election time, this position shall be open to candidates from the entire general membership

2.5 Executive Director, Events:

- 2.5.1 Plans the content for events, contacting speakers and brainstorming ideas with the Events Planning Committee to plan events including frosh
- 2.5.2 Plans collaborative events with other student societies
- 2.5.3 Registers all events through ExploreTMU for both virtual and in person events
- 2.5.4 Chair of the Events Committee
- 2.5.5 Co-Chair of the First Year Activity Council alongside the Executive Director
- 2.5.6 Ensuring all aspects of FCSS such as events, programs, workshops, and services adhere to the University's Discrimination and Harrassment Prevention Policy
- 2.5.7 Attend all mandatory meetings
- 2.5.8 During election time, this position shall be open to candidates that have one year experience as a FCSS executive officer, FCSS board member, FCS course union club executive or FCS student that was a previous student club executive

2.6 Executive Director, Culture & Wellness

- 2.6.1 Plans cultural events that are important to the diverse Faculty of Community Services student population such as including but not limited to Black History Month, Pride Month, Asian Heritage Month, Jewish Heritage Month, International Women's Day, and events that recognize Indigenous culture
- 2.6.2 Plans wellness events that caters to student wellbeing
- 2.6.3 Develop initiatives that address the needs of equity seeking groups
- 2.6.4 Develop initiatives that creates holistic wellness spaces for students
- 2.6.5 Ensuring all aspects of FCSS such as events, programs, workshops, and services adhere to the University's Discrimination and Harrassment Prevention Policy
- 2.6.6 Attend all mandatory meetings
- 2.6.7 Works closely with Society Manager and ED around the development of new ideas
- 2.6.8 Chair of the Culture & Student Wellbeing Committee
- 2.6.9 During election time, this position shall be open to candidates from the entire general membership

2.7 Executive Director, Academics:

- 2.7.1. Helps educate students on the academic appeal process through workshops
- 2.7.2. Plans workshops and events to uplift students and improve their academic skills
- 2.7.3. Plan career development events and workshops
- 2.7.4. Ensuring all aspects of FCSS such as events, programs, workshops, and services adhere to the University's Discrimination and Harassment Prevention Policy
- 2.7.5. Attend all mandatory meetings

2.7.6. Chair of the Academic & Advocacy Committee

2.7.7. During election time, this position shall be open to candidates from the entire general membership

CHAPTER 3: BOARD MEETINGS AND MEETING PROTOCOLS

3.1 Role of the Chair:

3.1.1 The chairperson of the FCSS shall chair all meetings impartially;

3.1.2 The role of the chair is meant to direct the meeting by following points laid out in the agenda while directing any debate time, motions and voting;

3.1.3 The Chair shall not be an elected member of the FCSS unless having to discuss privileged information for FCSS Executives or the Board of Directors behind closed doors, in which the Executive Director may act as Chair;

3.1.4 If the FCSS chair is not able to be present at a meeting, particularly in the event of emergency, lenience will be provided, as long as then reasonable notice is provided to the Executive Director, Student Services, in order to find a replacement;

3.1.5 The Executive Director, in coordination with the Society Manager shall find a replacement for the FCSS Chairperson to chair a meeting;

3.1.6 In the exceptional cases of absence of the Chair and not being able to find a suitable replacement of a non-voting member of the Board, a voting-member of FCSS may be delegated as Interim Chair supported by a majority vote from FCSS members to facilitate a meeting.

3.2 The Neutrality of the Chair:

3.2.1 The role of the Chair is to be neutral at all times;

3.2.2 If a vote on the floor were to be a tie;

3.2.3 The Chair cannot break ties and a tie vote is considered to be a failure of the motion

3.3 Frequency:

3.3.1 Meetings happen bi-weekly for the Board of Directors and weekly for Executive meetings

3.4 Announcement of Meetings:

Role of the Executive Director, Student Services:

3.4.1. It is the role of the Executive Director, Student Services to schedule meetings;

3.4.2. Preparing a Doodle and sending it out to FCSS members to fill out;

3.4.3. It is duty of the Executive Director, Student Services to plan meetings will to the best of their ability schedule meetings where all board members are available;

- 3.4.4. All members shall receive an agenda prior to a meeting and meeting minutes after a meeting;
- 3.4.5. All agendas and meeting minutes must be posted to the FCSS's Google Drive and the FCSS website to ensure a record of all meeting materials.
- 3.4.6. Meeting dates must be published at least five (5) days in advance for Executive meetings and Board meetings.

3.5 Quorum:

- 3.5.1 All meetings shall have a majority of voting members present;
- 3.5.2 The minimum requirement for a majority is (50% + 1);
- 3.5.3 No business can be voted on unless that minimum threshold is achieved.

3.6 Meeting Format:

- 3.6.1. All meetings will follow Roberts Rules of Order and these are the same rules followed in student societies across the University;
- 3.6.2. All members of the FCSS have the right to bring up motions and topics for FCSS agendas;
- 3.6.3. It is preferred to inform the Executive Director, Student Services prior to a meeting on any topics or motions you would like discussed.

CHAPTER 4: BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

4.1. School Directors

4.1.1. There shall be one student director for each school within the Faculty of Community Services democratically elected in the student society. The school directors shall be elected each year, and only changed when a new school is added to the Faculty. The following are the school directors on the Board of Directors;

4.1.1.1. Child and Youth Care Director

- 4.1.1.2. Disability Studies Director
- 4.1.1.3. Early Childhood Studies Director
- 4.1.1.4. Midwifery Education Director
- 4.1.1.5. Nursing Director
- 4.1.1.6. Nutrition Director
- 4.1.1.7. Occupational and Public Health Director
- 4.1.1.8. Social Work Director
- 4.1.1.9. Urban and Regional Planning Director

4.1.2. Each School Director shall share the same responsibilities and duties outlined below.

4.1.2.1. Keeping the interests, core values, decisions, and visions of the student society first before anything else.

4.1.2.2. Positively representing the school of studies population, implementing changes and determining the future progress of our faculty.

4.1.2.3. Proactively bridging the gap between students, professors, staff, and faculty about decisions made within the Faculty of Community Services.

4.1.2.4. Leading in the development of student clubs under the society's umbrella.

4.1.2.5. Chairing a school related activity committee only if there is not a recognized course union club within the FCSS umbrella for that school of study. The activity committee will plan academic and professional development lunch and learns, panels, a conference, or collegial activities within a school of study with two to four FCSS blind hired associates.

4.1.2.5.1. Society duties first, before the sub activity committee

4.1.2.5.2. Request a detailed budget of up to \$5,000 a year with the same parameters and schedule outlined in the student clubs policy as a sub committee under the Student Clubs Committee.

4.1.2.5.2.1. \$2,500 in the fall semester

4.1.2.5.2.2. \$2,500 in the winter semester

4.1.2.5.2.3. Hope to increase collegial student engagement within a

school in the Faculty of Community Services.

4.1.2.6. Facilitating the allocation of resources to student-organized initiatives

4.1.2.7. This consists of their Liaison Responsibilities that will be assigned to them once they have transitioned into their role. (minimum of 2).

4.1.2.8. Engaging on a number of internal committees (minimum of 2) as shown outlined below:

4.1.2.8.1. Academic & Advocacy Committee (AAC)

4.1.3.8.2. Communications & Marketing Committee (CMC)

4.1.3.8.3. Culture and Wellness Committee (CWC)

4.1.2.8.4. Events Committee (EC)

4.1.2.8.5. Finance Committee (FC)

4.1.2.8.6. Governance, Policy and By-Laws Committee (GPBC)

4.1.2.8.7. Special Projects Committee (SPC)

4.1.2.8.8. Student Club Committee (SCC)

4.1.2.9. Ensuring communication by actively attending check-ins with the Executive Director, and Board of Directors.

4.1.2.9.1. Failure to attend check-in meetings, failure to fulfill duties, or miss two Board of Directors meetings without valid reasoning will result in automatic removal from the Board of Directors and office.

4.2. At-Large Directors

4.2.1. There shall be one student director for each identified at-large community within the Faculty of Community Services democratically elected in the student society. The at-large directors shall be elected each year, and only changed when a need is no-longer needed, or necessary. Please note starting in the 2024 General Elections the Placement/Co-op Director will no longer be an at-large director. Outlined below are the At-large Directors;

4.2.1.1. Indigenous Director

4.2.1.2. International Director

4.2.1.3. First Year Director

4.2.1.4. Placement/Co-op Director

4.2.2. At-large directors should be held to the same standards and statute listed above in 4.1.

CHAPTER 5: AMENDMENTS TO THE BY-LAWS

5.1 Amendments to these bylaws require a two-thirds (2/3) majority vote by the membership at the Semi-Annual General Membership Meeting or Annual General Membership Meeting;

5.2 Any motion for amendment may be made by the FCSS Board of Directors and General Membership by a typed motion submitted to the Executive Director, Student Services five (5) business days before the Semi-Annual General Membership Meeting or Annual General Membership Meeting.

CHAPTER 6: FUNDING REQUESTS

6.1 The Faculty of Community Services Society accepts funding proposals from student clubs, from FCS program-related course union clubs and from students under the FCSS umbrella. Each proposal must have an accompanying budget as outlined by the FCSS and must be presented by the club to the FCSS Executive Director of Finance and Executive Director of Student Services to review.

6.2 Funding requests submitted by a student club or course union club will be reviewed by the FCSS Student Clubs Committee using a rubric and any additional evaluation criteria set out by the Board. Funding requests submitted by an FCS student or any other club will be determined by the Executive Director, Executive Director, Finance & Corporate Relations and Society Manager on best practices in processing the funding request.

6.3 In particular cases, the Executive Director, Executive Director, Finance & Corporate Relations and Society Manager may choose to determine a funding request to be pitched to the Board. In those cases, the Board will use a rubric and any other evaluation criteria set out by the FCSS Finance Policy to evaluate the pitch. All funding pitches submitted to the Board must be submitted a minimum of 5 business days prior to any board meeting.

CHAPTER 7: EQUITY, DIVERSITY AND COMMUNITY INCLUSION MANDATE

7.1 The FCSS is responsible for providing an equitable, diverse, and accessible environment in which students can collaborate, learn, and grow. This includes fostering a constructive and collaborative creative space where students can express themselves through their media safely and comfortably, along with ensuring students have equal access to the resources that will allow them to do so. The FCSS aims to include students of all sexualities, genders, religions, and abilities.

7.2 Safer spaces will be sought out and created, which include but are not limited to:

7.2.1 Respect for students' pronouns;

7.2.2 Respect making accommodations (including religious, accessibility requests, and dietary requests);

7.3 The FCSS acknowledges that oppression is rooted in historical, social, cultural, political, and economic forms of systemic discrimination that is structural in nature and uniquely marginalizes racialized students and Indigenous and/or Aboriginal students:

7.3.1 Respect for and recognition of the rights and land of the Indigenous Peoples shall be demonstrated at all FCSS meetings and events;

7.3.1.1 The most updated land acknowledgement statement from the University will be read aloud during the opening address of meetings and events;

7.3.2 The FCSS will aim to decolonize and continuously learn how to become more inclusive of all students. There shall be consultation with marginalized groups in the Faculty if the student society was ever to embark on an initiative that would impact these communities.

7.4 In efforts to grow, learn, and teach how to further equity for FCS students, the Board Of Directors will hold one another accountable to create an accessible and inclusive environment.

7.5 The FCSS will continuously seek out knowledge from marginalized groups and be used as a platform to boost voices that have been historically silenced and underrepresented.

CHAPTER 8: TERMINATION

8.1 Grounds for Termination:

8.1.1 In the event that a Director is identified as violating the terms of their office by not fulfilling their duties, or not adhering to FCSS policy, a formal complaint may be filed with the Society Manager. A Complaint may be brought to the Society Manager from any individual, or group, including but not limited to FCSS Board Members.

8.1.2 The Society Manager, upon receiving a complaint will engage in the following steps:

8.1.2a Primacy will be placed on seeking mediation and reconciliation of all members involved

8.1.2b The Society Manager and the FCSS Executive Director shall engage in this step

8.1.2c The FCSS Executive Director shall be involved in this process, unless they are the accused individual.

8.1.3 The Society Manager, or a designate appointed by them, will endeavor to create a case management plan with the complainant and accused in which mediation will be the primary goal

8.1.4 In the case that a resolution through mediation is not possible, the following steps may be taken:

8.1.4a In the case that the complaint in question has a direct impact on the reputation of the organization or the accused has repetitive and unexcused absences of three (3) or more consecutive scheduled Board meetings or non-performance of duties, then the complaint must be brought to the Board and the Board may decide to request a resignation from the individual in question

8.1.4b The accused will have an opportunity to voice their case to the Board prior to any decision being made, if they so choose.

8.1.4c In the case that the resignation is refused, the Board may decide to proceed with removing the individual from office, as indicated in article 16.2 of the FCSS Constitution.

8.1.4d In the case that the complaint in question does not have a direct impact on the organization then the individual, FCSS Executive Director and Society Manager will work together to remedy the situation.

8.2 Removal from Office:

8.2.1 In order to engage in any removal of office for a member of the Board of Directors, the following procedure must be followed:

8.2.1a As per C.7.1.4c, if the accused Director refuses to resign from office, the Board may put the issue to a vote

8.2.1b The motion shall be motivated by the complainant or the Society Manager

8.2.1c The removal must be brought before the Board, where the accused may bring forward any new information if they wish to speak before the Board as indicated in C.7.1.4b

8.2.1d The Board motion must receive $\frac{2}{3}$ majority vote to be successful. In the case that the accused is permitted to maintain their FCSS Board privileges, conflict management procedures must be undergone. This will be facilitated by the Society Manager to restore positive team dynamics.

8.3 Voluntary Removal from the Board:

8.3.1 If a FCSS Board Member wants to resign their position on the Board, they must provide written notification to the Executive Director, and Society Manager. They must immediately turn over possession of all FCSS property and all documents to the Society Manager.

8.3.2 The Board of Directors may choose to have a member of the Board temporarily fulfill the responsibilities of the vacant position until a replacement is found.

8.4 Conflict of Interest:

8.4.1 A conflict of interest is established when the party involved has jeopardized their position of trust by having a private interest in the outcome of a decision.

8.4.2 This includes but is not limited to having a material interest in the outcome and/or have a preexisting relationship with the appealing party that may influence the decision process.

8.4.3. Any kind of recognition, accepting, offering or agreeing to a reward, commission, advantage, or benefit of any kind from the appealing party towards the committee member, is also considered a conflict of interest.

8.4.4. Those chosen to be a part of any committee, where a conflict of interest is required to be declared (e.g., the Student Clubs Committee or the Finance Committee), shall not

engage in any business or transaction or have a financial or other personal interest that may improperly impact the decision process.

8.4.5. Committee members must disclose to the FCSS Executive Director and the Society Manager in advance all business, commercial, financial and other interests that may be construed as a potential conflict with their official duties.

8.4.6. Committee members that do not follow each subsection of ch.8.4 are found to be in a conflict of interest, and will have breached this policy. The accused parties will face consequences to be determined by the FCSS Board of Directors.

CHAPTER 9: EQUITY & COMMUNITY INCLUSION COMMISSIONER

9.1. The Equity and Community Inclusion Commissioner's duties include but are not limited to those listed below. The Equity and Community Inclusion Commissioner shall:

9.1.1. Act as the liaison between students and FCSS with regards to equity issues and concerns;

9.1.2. Act as a resource for Faculty of Community Services students navigating TMU's equity and inclusion services;

9.1.3. Promote equity and inclusion to the FCSS general membership;

9.1.4. Communicate and coordinate with the University Office of the Vice President, Equity and Community Inclusion as well as Community Services equity-seeking groups such as (but not limited to) the FCSS Black Students Association, the FCSS Urbin, the FCSS Muslim Students' Association, the FCSS Asian Students' Association, the FCSS Parents Students Association, the FCSS Jewish Students Association, and the FCSS Mature Students' Association, providing guidance and support as needed;

9.1.5. Make recommendations to ensure FCSS meetings, events, governing documents and social media posts are compliant with the Equity, Diversity & Community Inclusion Mandate found in ch.6 of this document, in addition with being accessible with considerations made for financial, religious, and physical needs as well as all other bases of discrimination as outlined by the Canadian Human Rights Act;

9.1.6. Publish at least one (1) multimedia equity campaign in partnership with Executive Director of Communications & Marketing per elected term, outlining the work and achievements of a variety of students, as well as equity-seeking student clubs in the Faculty of Community Services;

9.1.7. At the end of the Fall and Winter terms, present a brief summary of equity topics that they have found that present barriers or harm to students in the Faculty of

Community Services to the Board of Directors. This presentation will highlight the positives as well as areas of improvement in selected topics;

9.1.8. Advise the FCSS Frosh Team as necessary regarding training for incoming Frosh Leaders and other Frosh-related volunteers;

9.1.9. The Equity and Community Inclusion Commissioner shall oversee the following committee:

9.1.9.1. The Equity, Diversity and Community Inclusion Committee.

9.2. The Equity and Community Inclusion Commissioner shall be selected by the Executive Director and appointed by the Board of Directors.

9.3. The Equity and Community Inclusion Commissioner shall sit as an ex-officio, non-voting member on the Board of Directors.

9.4. The Equity and Community Inclusion Commissioner shall not be a sitting Board Member and shall be selected from outside the FCSS Board of Directors.

CHAPTER 10: COMMITTEES

10.0. Committees shall review and, where appropriate, recommend changes to the structure, activities, and operations of the FCSS. Any decision made from any Committee may be reversed or amended by the Board, except as limited by the Constitution. In approving the minutes of a meeting for a Committee, the Board shall approve all decisions made at the meeting in question concerning the FCSS. All committees of the FCSS including its terms of reference and compositions shall be decided on by a simple majority by the Board of Directors at a regularly scheduled meeting.

10.0.1. The minimal attendance of all committees shall be 50% + 1 of voting members present, if minimal attendance is not met, then no business shall take place.

10.1 Executive Committee:

10.1.1. The Executive Committee shall oversee the activities of all committees included in this document and coordinate the management of the committees mentioned below with the Board of Directors of the FCSS.

10.1.2. The Board of Directors shall establish an Executive Committee in accordance with the following terms of reference:

- a) The voting members (7) of the Executive Committee shall be:
 - i. the Executive Director;
 - ii. the Executive Director, Finance & Corporate Relations;
 - iii. the Executive Director, Student Services;

- iv. the Executive Director, Academics;
- v. the Executive Director, Communications & Marketing;
- vi. the Executive Director, Events;
- vii. the Executive Director, Culture & Wellness;

b) Ex-officio non-voting members:

- xi. Society Manager;

10.1.3. The Committee shall be considered established by the first meeting of the Board of Directors in May by the appropriate elected representatives listed in ch.8.1.2a;

10.1.4 The Executive Director, Studeshall serve as the secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions in the agenda of the Board of Director;

10.1.5. The Executive Director shall serve as the Chairperson of the Executive Committee;

10.1.6. The Executive Committee may review any matters relating to the revenue, business, and affairs of the FCSS. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure;

10.1.7. The Executive Committee shall have the responsibility to evaluate, continually monitor and recommend direction to the Board of Directors;

10.1.8. The Executive Committee shall recommend, but shall not initiate policy, which shall only be established by the Board of Directors unless prior permission to make any policy has been given by the Board of Directors;

10.1.9. The Executive Committee, in consultation with the Society Manager, shall have the authority to approve or deny sponsors;

10.1.10. No matter shall be decided on by the Executive Committee without consultation with the Board of Directors. If a matter requires urgent attention, online voting may be used via corporate email, the board must be notified five business days in advance to make any such decision and must be approved by a simple majority of the Board Members who participated, however, if quorum is not met by the Board of Directors who participated in online voting, then the motion shall be tabled to a regularly scheduled meeting of the board;

10.1.11. The Executive Committee shall meet at minimum, on a biweekly basis.

10.2. Student Clubs Committee:

10.2.1 The Student Clubs Committee shall coordinate shared efforts across student interest clubs, and program activity committee clubs to create an inclusive Faculty

environment for all programs in the schools of: Child & Youth Care, Disability Studies, Early Childhood Studies, Midwifery, Nursing, Nutrition, Occupational and Public Health, Social Work and Urban and Regional Planning;

10.2.2. The committee shall be co-chaired by the Executive Director, Student Services, and Executive Director, Finance and Corporate Relations;

10.2.3. This committee shall consist of three (3) ad hoc members which include the Executive Director, Executive Director, Finance and Corporate Relations, and Executive Director, Student Services five (5) directors elected by and from the Board, and the Society Manager, who is a non-voting member of the committee;

10.2.4. The responsibility of this committee is to collaborate our efforts as a student-led government organization to help all students across the Faculty.

10.2.5. A main responsibility of this committee is to approve or deny funding requests from a student organizations and FCSS clubs using a rubric set out in the FCSS Finance Policy

10.2.6. The committee can decide to defer a decision in funding a request from student organizations and FCSS clubs to the Board, who will then determine that request as a pitch to the Board while using the rubric set out for this committee as the evaluation criteria.

10.2.7. The committee shall ensure there is communication between the FCSS, students clubs and including all third party collegiate course union clubs who wish to receive funding from FCSS in the Faculty.

10.2.8. This committee shall meet once a month.

10.3. Finance Committee:

10.3.1. The Finance Committee shall have financial oversight over all financial matters including the budget;

10.3.2. The Finance Committee shall be chaired by the Executive Director, Finance & Corporate Relations;

10.3.3. All FCSS expenses as well as budgetary items shall be audited by Toronto Metropolitan University which shall direct and review the financial state of the FCSS through the Society Manager;

10.3.4. The Finance Committee shall be composed of three (3) ad hoc members which includes the Executive Director, Executive Director, Finance & Corporate Relations, Executive Director, Student Services, four (4) Program Directors, elected by and from the Board and the Society Manager, who is a non-voting member of the committee;

10.3.5. The Finance Committee shall prepare and present the annual budget to the Dean in June (refer to the Finance Policy for the approval process of the annual budget);

10.3.6. The Finance Committee shall have the Collective authority to approve spending in excess of the annual budget of the FCSS only if there is a reserve pool of funds built up from previous years in the cost centre account, (but not limited to it being brought to the board and oversight if concerns are raised), up to ten percent (10%) per line item;

10.3.7. The Finance Committee shall review all expenses, on an ongoing basis, and at least once per month;

10.3.8. The Finance Committee shall decide what bursaries and emergency grants should be generated, in consultation with TMU Financial Aid services;

10.3.9. The Finance Committee shall develop criteria on how bursaries and emergency grants should be allocated, in consultation with TMU Financial Aid services;

10.3.10. The Committee shall review and approve all bursary and emergency grant applications, in consultation with TMU Financial Aid services and/or University Advancement;

10.3.11. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.4. Academic & Advocacy Committee (AAC):

10.4.1. The AAC Committee represents the academic interests of all Community Service Students in regards to; grants, textbook rentals and expenses, academic advocacy, academic outreach, career and professional development;

10.4.2. The AAC Committee shall be chaired by the Executive Director, Academics;

10.4.3. The AAC shall be composed of two (2) ad hoc members which include the Executive Director and Executive Director, Academics, three (3) Directors, elected by and from the board, and any number of associates that are appointed by the Executive Director, Academics;

10.4.4. The Executive Director, Academics, may hire any number of associates to help with event planning and logistics;

10.4.5. The AAC shall review the academic and Faculty-level advocacy work of the FCSS as it relates to but not limited to; grants, living allowance, textbook rental and expenditures, and outreach;

10.4.6. The Executive Director, Academics shall plan workshops and events with the committee;

10.4.7. The committee should plan workshops to help educate FCS students on the academic appeal process, in consultation and collaboration with the Toronto Metropolitan Students' Union & T-MAP 105;

10.4.8. The committee should plan academic-related and professionally-related panel discussions and conferences;

10.4.9. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.5. Culture & Student Wellbeing Committee

10.5.1. The Culture & Student Wellbeing committee's event programming shall represent the best interests of all students within the Faculty of Community Services including those who (1) identify as an individual with disabilities, (2) a member of the 2SLGBTQIA+ communities, (3) a Indigenous background, and (4) a member of racialized communities;

10.5.2. The Culture & Student Wellbeing committee shall be chaired by the Executive Director, Culture & Wellness;

10.5.3. The Culture & Student Wellbeing committee shall be composed of two (2) ad hoc members which includes the Executive Director, the Executive Director, Culture & Wellness, and four (4) Directors, elected by and from the Board, and any number of associates that are appointed by the Executive Director, Culture & Wellness;

10.5.4. The Executive Director, Culture & Wellness, may hire any number of associates to help with event planning and logistics;

10.5.5. The Culture & Student Wellbeing committee shall plan cultural programming that recognizes minority groups in Canada and communities such as the 2SLGBTQIA+ community and the disability community;

10.5.6. The Culture & Student Wellbeing committee shall plan events that tailors to student wellbeing such as a wellness week each semester and any other events determined by the committee;

10.5.7. The Culture & Student Wellbeing committee shall ensure all event programming is compliant with the EDI Mandate found in ch.6 of this document;

10.5.8. The committee shall plan campaigns to promote mental health awareness;

10.5.9. The committee shall find spaces on campus to put in more holistic approaches for student wellbeing;

10.5.9. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.6. Events Committee:

10.6.1. The Committee shall oversee the planning and execution of all related FCSS events, programming and projects;

10.6.2. The Events Committee shall be chaired by the Executive Director, Events;

10.6.3. The Events Committee shall be composed of three (3) ad hoc members which includes the Executive Director, Executive Director, Events, Executive Director, Student Services, and three (3) Directors elected by and from the Board, and any number of associates that are appointed by the Executive Director, Events;

10.6.4. The Executive Director, Events, may hire any number of associates to help with event planning and logistics;

10.6.5. The Events Committee shall review relations between the FCSS and the University in relation to events, programming and projects;

10.6.6. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.7. Communications & Marketing Committee:

10.7.1. The committee shall develop FCSS merchandise and an online store for the Faculty of Community Service Society, as well maintain the student society branding across all platforms;

10.7.2. Shall be chaired by the Executive Director, Communications & Marketing;

10.7.3. Shall consist of two (2) ad hoc members which includes the Executive Director, Executive Director, Communications & Marketing and one (1) Board Member, and any number of associates that are appointed by the Executive Director, Communications & Marketing;

10.7.4. The Executive Director, Communications & Marketing may hire any number of associates to help with communications, marketing, graphic design, videography, photography, social media promotion, merchandise logistics, and merchandise design;

10.7.5. Shall develop a communication plan by the start of July on how to market effectively, FCSS events, merchandise and programming;

10.7.6. Shall maintain and improve designs for FCSS Hive Collective merchandise;

10.7.7. Shall develop protocols in managing the FCSS online store;

10.7.8. The Executive Director, Communications & Marketing shall coordinate all communication to be sent by email to the membership with the Society Manager;

10.7.9. The Executive Director, Communications & Marketing shall work closely with all executive officers in coordinating marketing material and then coordinating back to the committee;

10.7.10. The Committee shall meet on a weekly basis, however, there can be reduced meetings over summer semester.

10.8. Governance, Policy and By-Laws Committee:

10.8.1. The committee shall oversee the governance of all aforementioned FCSS committees;

10.8.2. Shall be co-chaired by the Executive Director and Executive Director, Student Services

10.8.3. Shall consist of two ad hoc members which includes the Executive Director, Executive Director, Student Services, four (4) Board Members elected by and from the Board, and the Society Manager, who is a non-voting member of the committee;

10.8.4. Shall review FCSS policies, by-laws and the constitution on a regular basis by following the policy review schedule that can be found in the Governance Procedures.

10.8.5. Any amendments to existing policies, by-laws or new policies put forward by the committee shall be approved by the Board of Directors through a two-third majority vote. Any amendments to the constitution and by-laws needs two-third majority vote by the committee, Board of Directors and a vote at either the SAGM or AGM;

10.8.6. Meetings shall happen at minimum, once a semester.

10.9. Special Projects Committee:

10.9.1. The committee shall assist the Executive Director in any special projects that the Executive Director wishes to engage with;

10.9.2. This committee shall be chaired by the Executive Director;

10.9.3. Shall consist of one ad hoc member which includes the Executive Director and any number of associates the Executive Director wishes to appoint;

10.9.4. Associates on the committee shall assist the Executive Director in any events or initiatives that the Executive Director takes on;

10.9.5. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.10. Equity, Diversity & Community Inclusion Committee:

10.10.1. Shall operate under the purview of the Equity and Community Inclusion Commissioner;

10.10.2. Equity, Diversity & Community Inclusion Committee's duties include but are not limited to:

10.10.2.1. Shall operate under the purview of the Equity and Community Inclusion Commissioner;

10.10.2.2. The Equity, Diversity and Community Inclusion Committee shall consist of two ad hoc member, which includes the Equity & Community Inclusion Commissioner who shall act as chair, the Executive Director, two (2) Board Members elected by and from the Board, and the Society Manager, who is a non-voting member of the committee;

10.10.2.3. The Equity, Diversity and Community Inclusion Committee will be also responsible in assisting the Equity and Community Inclusion Commissioner in preparing and conducting surveys;

10.10.2.4. The Equity, Diversity and Community Inclusion Committee will be also responsible in assisting the Equity and Community Inclusion Commissioner in preparing of the bi-annually report with the "Office of Vice President Equity and Community Inclusion";

10.10.2.5. The Equity, Diversity and Community Inclusion Committee shall assist the Equity and Community Inclusion Commissioner in planning an event promoting diversity in the Community Services field;

10.10.2.6. Meetings shall happen at minimum, on a monthly basis, however, there can be reduced meetings over summer semester.

10.11. The Frosh, Orientation, and Spirit Committee (FOSC):

10.11.1. The FOSC shall operate under the purview of The Executive Director who is an ad hoc member of the Committee.

10.11.2. The FOSC mission is to facilitate a Frosh Week that provides a personalized and inclusive experience in order to integrate the incoming first year students into the Faculty of Community Services and ensure that the Faculty spirit as the Honey Bee Hive and traditions as tie dye health coats, silent disco, frosh cup, multiple dance clubs, and pool party are transitioned and kept alive and true through the years. The FOSC duties include but are not limited to those listed down below:

10.11.2.1. Plan and organize Frosh Week and all Frosh related events;

10.11.2.2. Plan and organize inclusive spirit related events that aim to build strong relationships within the Faculty of Community Services;

10.11.2.3. Have a minimum of one (1) year of experience as a FCSS Frosh Week Leader for all FOSC positions except for the Chair, which requires one (1) year experience on FCSS or equivalent experience as decided by the current TED and outgoing FOSC Chair.

10.11.2.4. Be active for a full year (12 months) starting on the date of the Chair's appointment, to occur by late November.

10.11.2.5. Organize and run FOSC Social Events.

10.11.3. The FOSC shall be composed of a Chair and seven (8) Coordinators.

10.11.3.1. The Coordinators of FCSS FOSC shall be:

10.11.3.1.1. Day Events Coordinator

10.11.3.1.2. Night Events Coordinator

10.11.3.1.3. Finance Coordinator

10.11.3.1.4. Sponsorship Coordinator

10.11.3.1.5. Communications Coordinator

10.11.3.1.6. Two (2) Leader Coordinators

10.11.3.1.7. Set-up/Take-down Logistics Coordinator

10.11.3.1.8. Inter-faculty Events Coordinator (ED Events)

10.11.4. The FSOC shall be overseen by the Chair whose duties include but are not limited to:

10.11.4.1. Ensuring the Mission of the FOSC is carried out throughout the year;

10.11.4.2. Acting as the directing authority for the FOSC Coordinators and all leaders;

10.11.4.3. Oversee all spirit related events;

10.11.4.4. Oversee all of the FOSC Coordinators, the Head Leader Sub-Committee and the Consulting Committee.

10.11.5. The Logistics Coordinator shall oversee all logistics related duties for all FOSC events. The Logistics Coordinator's responsibilities for Frosh Week and throughout the year include but are not limited to:

10.11.5.1. Proper booking of all spaces and venues through FCSS Event Management Policy, TMU Facilities and corresponding external organizations to be used throughout the year. This includes the completion of TMUs Risk Management Reports, clear communication with the FCSS Society Manager and the current FCSS Executive Director, TMU Central Orientation, TMU FMD, and the Faculty;

10.11.5.2. Communicating with organizational parties. This includes the completion of TMU's Risk Management Reports, clear communication with the FCSS Society Manager and the current FCSS Executive Director, TMU Central Orientation, TMU Facilities, and the Faculty;

10.11.5.3. Plan and coordinate the schedule for Frosh Week;

10.11.5.4. Ensure all activities are inclusive and safe for all attendees.

10.11.6. The Communications Coordinator shall oversee all communication related duties for all FOSC events. The Communications Coordinator's responsibilities for Frosh Week and throughout the year include but are not limited to:

10.11.6.1. Maintain all social media and communication channels between incoming first year students and Leaders. This includes answering all Frosh Week related questions, advertising for Frosh Week, and updates for Frosh Week;

10.11.6.2. Coordinate with the rest of the FOOSC to facilitate a theme and corresponding logo for Frosh Week to be used on all Frosh Week merchandise that includes but not strictly limited to shirts, and patches;

10.11.6.3. Work on theme related promotional material for Frosh Week, which includes but not strictly limited to videos, posters, announcements, and letters;

10.11.6.4. Oversee the documentation of Frosh Week through photos, videos, and any other mediums that they see fit;

10.11.6.5. Ensure the Frosh Week website/webpage is up to date and displays all related information and updates related to Frosh Week.

10.11.7. The Finance and Sponsorship Coordinators shall oversee all financial related duties for all FOOSC budgets. The Finance Coordinator's responsibilities for Orientation Week and throughout the year include but are not limited to:

10.11.7.1. Ensuring that the FOOSC remains within budget as allocated by the current Executive Director, Finance & Corporate Relations and the Society Manager;

10.11.7.2. Coordinate with the rest of the FOOSC about what to include in the Frosh Kits;

10.11.7.3. Contacting suppliers and other related bodies regarding Frosh Kit orders and all other supplies;

10.11.7.4. Coordinate the sales and distribution of Frosh Kit throughout Frosh Week;

10.11.7.5. Secure non-monetary sponsorship material (such as food or coupons) that can be distributed at Frosh Week.

10.11.8. The two (2) Leader Coordinators shall oversee all Frosh Leaders during Frosh Week and throughout the year. The Leader Coordinators' responsibilities for the entire year include but are not limited to:

10.11.8.1. Ensure all Frosh Leaders represent the FOOSC Mission, Equity, Diversity & Community' Inclusion Mandate of FCSS, FCSS Mandate, inclusivity, equity, camaraderie, and leadership;

10.11.8.2. Ensure that all Frosh Leaders receive a mandatory Equity Workshop before their first experience as Leaders for Orientation Week;

10.11.8.3. Coordinate all Leaders during Frosh Week such that each leader sets the proper example of inclusivity, equity, spirit, and leadership to their group of first year Community Services students;

10.11.8.4. Designates a reasonable number of Houses for Frosh Week. All Frosh Leaders and incoming first year students must be spread equally among all Houses during Frosh Week;

10.11.8.5. Be responsible for overseeing and organizing the Head Leader Sub Committee and Consulting Committee.

10.11.9. The Head Leader Sub Committee shall comprise one (1) captain, one (1) co-captain per frosh house appointed by the FOOSC, and one (1) Head Safety Leader, in charge of overseeing the safety leaders during Frosh Week.

10.11.9.1. In order to be selected to the Head Leader Sub Committee, the following requirements must be met:

10.11.9.1a. In order to be designated captain standing a candidate must have one (1) full year of frosh leader experience;

10.11.9.1b. All candidates must not be one of the FOOSC Coordinators.

CHAPTER 11: SUSTAINABILITY COMMISSIONER

11.1. Shall operate under the purview of the Executive Director, Student Services.

11.2. The Sustainability Commissioner's duties include but are not limited to those listed below. The Sustainability Commissioner shall:

11.2. Act as liaison to FCSS Sustainability Council by attending their meetings and events;

11.2.2. Shall be Chair of the FCSS Sustainability Council;

11.2.3. Communicate and establish relationships regarding sustainability with organizations that included but not limited to Dean's Office Manager of Operations, Toronto Metropolitan University's Facilities Management and Development, TMU Sustainability Office, Centre for Urban Energy Toronto Metropolitan University, Toronto Metropolitan Students Unions' Sustainability Committee and the Sustainability

Coordinators from other Faculty Student Societies on campus or other Faculty Student Society's Sustainability Student Clubs;

11.2.4. Plan and execute one sustainability advocacy campaign each semester;

11.2.5. Present to the Board of Directors regarding FCSS' sustainability for the last fiscal year before the Annual General Meeting;

11.2.6. Attend regular board meetings, and assist FCSS Board of Directors, and FCSS committees in making their events and initiatives more sustainable;

11.2.7. Attend FCSS committee meetings when invited by their respective executives as necessary;

11.2.8. Assist the Executive Director, Student Services in making the FCSS office more sustainable.

11.3. The Sustainability Commissioner shall be selected and appointed by the Board of Directors.

11.4. The Sustainability Commissioner shall sit as an ex-officio, non-voting member of the Board of Directors.

11.5. The Sustainability Commissioner shall not be a sitting Board Member and shall be selected from outside the FCSS Board of Directors.

11.6. The Sustainability Commissioner shall recruit Faculty of Community Services students to sit on the FCSS Sustainability Council.

11.7. The Sustainability Commissioner shall follow the FCSS Sustainability Council's Constitution and Strategic Plan while leading the council.

CHAPTER 12: FIRST YEAR ACTIVITY COUNCIL

12.1. The First Year Activity Council's mandate is to plan a series of events, major faculty-wide initiatives, advocate on behalf of their year, plus communicate with their years on everything happening in their student life community.

12.2. Shall be co-chaired by the Executive Director and Executive Director, Events.

12.3. Shall consist of three ad hoc members which includes the Executive Director, Executive Director, Events, the FCSS First Year Board Representative, eleven (8) School Representatives

elected by first-year students in the Faculty of Community Services, and the Society Manager, who is a non-voting member of the committee.

12.4. Election of First Year Activity Council Program Representatives shall be in accordance with the FCSS Election and Campaign Procedures

12.5. The Election of the First Year Activity Council Program Representatives shall happen in September 2021 alongside the election of the FCSS First Year Board Representative.

12.6. Meetings shall happen at minimum, every month, however, there can be reduced meetings over the summer semester.